

Fact Sheet

SUBJECT: Congressional Contacts Database (CCDB)

1. **PURPOSE.** The purposes of this fact sheet are as follows:
 - (1) To alert the Board of Directors (BOD) of the purposes of the CCDB
 - (2) To explain the expectations of the senior leadership in regards to CCDB usage
 - (3) To report on CCDB usage to date
2. **FACTS.** A Congressional Contacts Database (CCDB) has been developed to provide a single, central repository for information on all congressional contacts, upcoming activities and issues involving the Corps of Engineers. The database will serve as a useful tool to better serve the Congress and for the entire command to gain information on Member issues and contacts that senior leaders in the Corps have had or are planning to have with congressional interests. Commanders, Directors, Staff Principals and/or their representatives will document and record contacts, including correspondence, with Members of Congress or senior congressional staff and other congressional information using the Congressional Contacts Database (CCDB). More detailed background, instruction and guidance on the CCDB is available on the BOD Web Site.
3. **EXPECTED BOD ACTIONS.** To date, database usage is not occurring at the level anticipated or desired. An Excel Spreadsheet is available on BOD Web Site which shows details of usage to date. It is expected that the BOD communicate to Corps commands, HQ directorates and separate offices the need for greater familiarity with the database and the importance and critical need to use the database to document all congressional contacts.

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Approved By: _____
Date: _____

Fact Sheet - Congressional Contacts Database

A Congressional Contacts Database (CCDB) has been developed to provide a single, central repository for information on all congressional contacts, upcoming activities and issues involving the Corps of Engineers. The database will serve as a useful tool to better serve the Congress and for the entire command to gain information on Member issues and contacts that senior leaders in the Corps have had or are planning to have with congressional interests. Commanders, Directors, Staff Principals and/or their representatives will document and record contacts, including correspondence, with Members of Congress or senior congressional staff and other congressional information using the Congressional Contacts Database (CCDB).

At the direction of the DCG, the Office of Congressional Affairs (OCA) in conjunction with Wilmington District (CESAW-IM-S) began development of the CCDB in March 1998. From September 1998 through November 1998 four Corps divisions (MVD, NAD, SAD, and SPD) and seven Corps districts (MVK, NAB, NAE, SAW, SAJ, SPK and SPL) participated in a pilot test of the database. In December 1998 a meeting was held with representatives from HQ directorates and separate offices and a video teleconference (VTC) was held for all Corps divisions in order to provide guidance and implementation instructions for deployment of the database. The CCDB was deployed on 6 January 1999 with the start of the 106th Congress.

The CCDB was developed using Lotus Notes software and is accessible via the Internet with a username and password established to provide read and write or read-only access. Access should be limited for each command and separate office to 3-4 senior personnel having write capability and 10-12 key personnel having read-only access to the database.

The database is organized by Congress (106th, 105th, etc.) and provides for a variety of sorts or data views (e.g. by Command, by Member, by category, by date, by congressional district, etc.). The database also provides a Member listing, archiving capability and instructions for database use. A "new entry" screen enables users with write permission to document other pertinent congressional contact information such as the subject of the contact, the Command point of contact, the Congressional point of contact and phone number (i.e. Member's staff or committee staff), the type of contact made (e.g. meeting, phone call, letter correspondence, etc.) and a brief listing of the Member's issue or concern. To insure security and data integrity, it is imperative that narrative information be limited to factual documentation and a topical listing of issues only. Additional files may be attached to entries and should be annotated as "For Official Use Only." Monitoring and review of database entries will be necessary at field as well as HQ level to ensure that neither the Corps' integrity nor that of the Member is compromised. Entries should be written with the assumption or understanding that they could be read by the general public.

Erica Ellis/761-1034

		Username &	Write Access	Write Access	Write Access	# of	Totals	
		Password	Names	Passwords	Passwords	Database	for	
		Provided	Submitted	Created	Provided	Entries	Divisions	
Great Lakes and Ohio River Division	CELRD	X	X	X	X	9	26	CELRD
Buffalo District	CELRB	X	X	X	X	1		CELRB
Chicago District	CELRD	X	X	X	X	6		CELRD
Detroit District	CELRD	X	X	X	X	0		CELRD
Huntington District	CELRH	X	X	X	X	1		CELRH
Louisville District	CELRD	X	X	X	X	1		CELRD
Nashville District	CELRN	X	X	X	X	3		CELRN
Pittsburgh District	CELRP	X	X	X	X	5		CELRP
Mississippi Valley Division	CEMVD	X	X	X	X	0	11	CEMVD
Memphis District	CEMVM	X	X	X	X	3		CEMVM
New Orleans District	CEMVN	X	X	X	X	0		CEMVN
Rock Island District	CEMVR	X	X	X	X	0		CEMVR
St. Louis District	CEMVS	X	X	X	X	3		CEMVS
St. Paul District	CEMVP	X	X	X	X	3		CEMVP
Vicksburg District	CEMVK	X	X	X	X	2		CEMVK
North Atlantic Division	CENAD	X	X	X	X	0	24	CENAD
Baltimore District	CENAB	X	X	X	X	21		CENAB
New York District	CENAN	X	X			0		CENAN
Norfolk District	CENAO	X	X	X	X	0		CENAO
Philadelphia District	CENAP	X	X	X	X	0		CENAP
New England District	CENAE	X	X	X	X	3		CENAE
North Western Division	CENWD	X	X	X		0	6	CENWD
Kansas City District	CENWK	X				0		CENWK
Omaha District	CENWO	X	X	X		0		CENWO
Portland District	CENWP	X	X	X		0		CENWP
Seattle District	CENWS	X	X	X		4		CENWS
Walla Walla District	CENWW	X	X	X		2		CENWW
Pacific Ocean Division	CEPOD	X	X	X	X	0	0	CEPOD
Alaska District	CEPOA	X	X	X	X	0		CEPOA
Far East District	CEPOF	X	X	X	X	0		CEPOF
Honolulu District	CEPOH	X	X	X	X	0		CEPOH
Japan District	CEPOJ	X	X	X	X	0		CEPOJ
South Atlantic Division	CESAD	X	X	X	X	0	1	CESAD
Charleston District	CESAC	X				0		CESAC
Jacksonville District	CESAJ	X	X	X	X	0		CESAJ
Mobile District	CESAM	X	X			0		CESAM
Savannah District	CESAS	X	X			1		CESAS
Wilmington District	CESAW	X	X			0		CESAW
South Pacific Division	CESPD	X				0	5	CESPD
Albuquerque District	CESPA	X				0		CESPA
Los Angeles District	CESPL	X				2		CESPL
Sacramento District	CESPK	X				3		CESPK
San Francisco District	CESPN	X				0		CESPN
South Western Division	CESWD	X	X	X	X	0	2	CESWD
Fort Worth District	CESWF	X	X	X	X	2		CESWF
Galveston District	CESWG	X	X	X	X	0		CESWG
Little Rock District	CESWL	X	X	X	X	0		CESWL
Tulsa District	CESWT	X	X	X	X	0		CESWT
Huntsville Engineering and Support Center	CEHNC	X				0		CEHNC

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		Provided	Submitted	Created	Provided	Entries	Divisions	
Transatlantic Programs Center	CETAC	X				0		CETAC
Cold Regions Research	CRREL	X	X	X	X	1	1	CRREL
Construction Engineering Research	CERL	X	X	X	X	0	0	CERL
Topographic Engineering Center	TEC	X	X	X	X	0	0	TEC
Waterways Experiment Station	WES	X	X	X	X	0	0	WES
Total						76	76	
Headquarters								
Office of Congressional Affairs	CECS-C	X	X	X	X	3		CECS-C
Office of Intergovernmental and Interagency Support	CECS-I	X				0		CECS-I
Directorate of Civil Works	CECW	X	X	X	X	1		CECW
Directorate of Military Programs	CEMP	X				0		CEMP
Directorate of Real Estate	CERE	X	X	X	X	1		CERE
Directorate of Research and Development	CERD	X	X	X	X	1		CERD
Directorate of Information Management	CEIM	X	X	X	X	0		CEIM
Directorate of Human Resources	CEHR	X	X	X	X	0		CEHR
Office of the Chief Counsel	CECC	X				0		CECC
Office of the Principle Asst Responsible for Contracting (PARC)	CEPR	X				0		CEPR
Office of Public Affairs	CEPA	X	X	X	X	0		CEPA
Total						82		